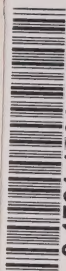


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HOW TO SELL TO THE

ONTARIO GOVERNMENT

We cordially invite your interest
and suggest that you direct inquiries to:

Director, Supply Administration
Supply and Services Division

Ministry of Government Services

Ferguson Block, Queen's Park
Toronto 182, Ontario

Telephone (416) 965-6937

INTRODUCTION

Being possibly the largest single consumer of purchased goods and services in the Province, the Ontario Government provides a significant market for manufacturers and distributors of a wide variety of commercially available items.

This pamphlet is designed to help vendors sell their products to the Ontario Government.

GENERAL INFORMATION

- A qualified vendor to the government is one recognized as a competent and reliable source of supply.
- Vendor evaluation is made on the strength of competitive price, value and service of the product.
- The Supply Administration Branch of the Ministry of Government Services provides a coordinative service in these respects by inviting prospective vendors to be placed on government vendor listings.
- To the extent that satisfactory direct contact has not already been established between vendors and other ministries of the government the Supply Administration Branch of the Ministry of Government Services invites prospective vendors to complete a questionnaire designed to establish necessary information about available products and facilities (see inquiry address on front cover). Upon receipt of the completed questionnaire copies will be

sent to appropriate purchasing offices of the government along with an acknowledgment to the prospective vendor.

- Invitations to quote or tender on the government's purchasing requirements are based on the vendor listings in the various ministries and related vendor performance qualification.
- To ensure retention on active vendor listings of the government, vendors should respond to each invitation to quote or tender on government purchasing requirements. If unable to supply such requirements as specified, the government's requisitioning agency should be notified of the reasons.
- Business calls by vendors are always welcome. The Supply Administration Branch encourages any supply considerations that will help serve the public interest of full value for each tax dollar spent.

OUR PURCHASING POLICY

We wish to draw your attention to the following principles which we trust will assist in maintaining the highest standards of business-like conduct in our relationships with vendors:

- To encourage free and competitive enterprise in the market place and give all qualified suppliers an equal opportunity to compete for the government's business.

- To procure goods and services as economically possible based on quality, price, availability and service.
- To give preference to "Made in Canada" products while looking to Ontario suppliers to exercise their natural competitive advantages in terms of transportation, sales and service proximity, etc.
- To carry out government purchasing wherever possible by inviting qualified suppliers to tender on specific items, and only obtaining oral or written quotations when quick supply is vital or where there is only one source of supply.
- To increase sources of supply and improve price competition by purchasing wherever possible against specifications as approved by both government and trade associations.
- To recognize and give consideration to product improvements and new developments in purchasing techniques.